

CJA 20 VOUCHER PAYMENT PROCEDURES

Voucher Payment Process:

- A computer generated CJA 20 form will be forwarded to you upon appointment. CJA 20 forms are also available on our website (www.tned.uscourts.gov) in both word perfect format and PDF format.
- A voucher number will not appear on the face of the voucher. The voucher number is generated when the voucher is certified for payment.
- All CJA 20 vouchers are reviewed by the designated Magistrate Judge assigned to the case. After reviewing the voucher, the Magistrate Judge will forward a recommendation to the District Judge regarding approval of the voucher. The District Judge will sign the voucher and note the amount approved. The approved voucher will be forwarded to the Clerk's Office unless the amount requested exceeds the statutory maximum. If the amount claimed exceeds the statutory maximum, the voucher must be forwarded by the District Judge to the 6th Circuit Court of Appeals for approval.
- CJA vouchers are reviewed and approved at the District Court level. The actual check is produced and mailed from the U.S. Courts Administrative Office in Washington, D.C.
- Counsel should allow 30 days before an inquiry is made to the court as to the status of the payment.

Voucher Submission:

- CJA 20 vouchers **MUST BE SUBMITTED WITHIN 45 DAYS AFTER FINAL DISPOSITION**, unless good cause is shown. Final disposition is considered to be after the person represented has been sentenced, dismissed, probation revoked, etc. on the District Court level.
- Worksheets must accompany the voucher or the voucher will be returned. (Forms may be found on our website.) Worksheets must be organized by the categories on the CJA form to expedite the review for mathematical accuracy. A brief description of the service performed as well as time spent performing the service must also be provided. *It is allowable for the attorney to use their own billing worksheets as long as they are broken down by category as mentioned above.*
- The date of service must be listed on the voucher and all computation of time must be in tenths of hours as follows

<u>Minutes</u>	<u>Time Claimed</u>
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

- Expenses must be itemized with copy of receipt for any expense over \$50.00. Receipts are required for any travel expense (regardless of the amount) which includes daily parking fees.

- Mileage claims must be itemized on the expense worksheet and include: date of travel, destination, number of miles and amount due. Mileage will be claimed at the applicable government rate. (Please refer to our website (www.tned.uscourts.gov) for the current rate.)
- A disposition code must be entered in box 21 of the CJA 20 voucher. The disposition codes are:

DISMISSED	1
ACQUITTED BY COURT	2
ACQUITTED BY JURY	3
CONVICTED/FINAL PLEA GUILTY	4
CONVICTED/FINAL PLEA NOLO	5
CONVICTED/COURT TRIAL	8
CONVICTED/JURY TRIAL	9
MISTRIAL	C
NOT GUILTY/INSANE/COURT TRIAL	E
GUILTY/INSANE/COURT TRIAL	F
NOT GUILTY/INSANE/JURY TRIAL	G
GUILTY/INSANE/JURY TRIAL	H
*OTHER(PRE-TRIAL DIVERSIONS TRANSFERS)	X
SUPERVISORY RELEASE REVOKED	RV
SUPERVISORY RELEASE RESTORED	RS
- Vouchers in excess of the statutory case maximum will require a CJA Form 26 to support their claim. Please see our court website (www.tned.uscourts.gov) for this form. **An affidavit in support of excess claims must also be attached.**
- Vouchers will be reviewed upon receipt for compliance with CJA guidelines, mathematical accuracy and reasonableness of claim.

Panel Travel

Round trip travel in excess of 200 miles or any travel requiring an overnight stay must be approved by the Court prior to travel.

- Receipts are required for any travel expense, including daily parking and tolls.

- Reimbursement for meals will not be allowed unless it is for an authorized overnight travel. Meals obtained must be in accordance with the existing government travel regulations. Alcoholic beverages are not reimbursable.
- All claims for mileage reimbursement must contain the stated purpose of the travel, the number of miles and the amount due. These claims must be itemized on the expense worksheet.

Procedures For Obtaining Government Discount Travel Rates:

- A written request for travel authorization must be submitted to the designated Magistrate Judge.
- After the request is approved, the panel attorney is to contact the Federal Defender's office (637-7979) to arrange for the airfare and/or hotel accommodations. (Airfare will be paid by the Federal Defender's office while the hotel costs and other travel expenses will be claimed on the CJA 20 voucher.) Receipts are required for reimbursement for all travel expenses. Credit card bills or statements are not sufficient for reimbursement.
- A copy of the Travel Authorization, court order allowing out-of-district travel, and airline ticket passenger receipt card, must be sent to the clerk's office immediately upon completion of your travel. Receipts are required for all expenses related to travel (e.g. hotel, car rental, meals, etc.)

Reimbursable Expenses

Telephone

- Reimbursement may be claimed for actual cost of case related long distance phone calls
- The billing record must be attached with the case related long distance expense highlighted.
- CJA funds will not be approved for reimbursement of local calls or telephone surcharges.

Facsimile

- Reimbursement is limited to the actual cost of any long-distance charge associated with a phone transmission for an outgoing document.

Postage

- Reimbursement will be made for actual cost of case related regular United States postage.
- Reimbursement for rush/overnight mail service will not be granted absent justification for use of such services.

Photocopying

- Receipts must be attached for reimbursement of any commercial duplication expense.
- In house copying will be reimbursed at not more than 10 cents per page.
- Claims for reimbursement of in house copying must be itemized and contain:
 - Nature of items copied
 - Number of pages copied
 - Actual cost per page for duplication
- In house copying in excess of 500 pages should be approved in advance.
- Excessive duplication of case law is strongly discouraged.
- Excessive duplication of discovery materials for associate review will not be reimbursed.

Associates

- Associates time is allowed under the CJA guidelines. However, you must:
 - Submit separate worksheets for each attorney or associate.
 - Compensation for associate time spent in meetings is not allowed. Only appointed counsel may bill for meeting or conference time.
 - Associates may not bill for time spent in court.

Law Clerks/Paralegals

- Law clerks and paralegals on counsel's staff are billed on a CJA 20 form as an expense of counsel as follows:
 - Law clerks presumptive rate is not more than \$20.00 per hour
 - Paralegals presumptive rate is not more than \$45.00 per hour
 - Hourly rate should be what attorney regularly pays the law clerk/paralegal.
- Paralegals/law clerks may not bill for time spent in office meetings, conferences or time spent in court. Only appointed counsel may bill for time spent in meetings, conferences or court.

Transcripts

- Counsel must submit a CJA 24 form for approval.

Research

- Counsel will be reimbursed for reasonable and necessary research time. Each CJA attorney is expected to have a basic knowledge of federal criminal practice and procedure.
- Detail must be provided on the worksheets regarding issues researched to facilitate the reasonableness of the claim.
- Detail must be provided on worksheets for any time spent in review or discovery review.
- Counsel must provide an estimate of the number of hours of attorney time that would have been required to do the research manually.

Pacer

- CJA attorneys who use PACER in connection with their CJA appointments can obtain an exempt login and password with a CJA contact by contacting the Pacer Service Center (1-800-676-6856).

Purchase of Electronic Equipment

- **Counsel must seek court authorization for any hardware requests over \$300.00. It is recommended that counsel first contact Jeff Flax , the national computer specialist for the Federal Defender's office, (303-294-7002) with any request of this type.**

Non-Reimbursable Out-of-Pocket Expenses

- General office overhead items such as secretarial service, rent and telephone service are not reimbursable.
- **Time spent in voucher preparation or review** is not compensable.
- Expert or investigative services are not a reimbursable expense of appointed counsel. Prior authorization must be obtained and payment is made directly to the investigator/expert on a CJA 21 form.
- Printing of briefs is not reimbursable.
- Personal items and services for the client such as clothing for court, haircuts, travel or lodging are not reimbursable under CJA.
- Work on related state court proceedings.
- Expenses submitted without receipts. Credit card receipts and credit card bills are not allowable.
- Fact witness fees, witness travel costs and expenses for service of subpoenas are not reimbursable under the CJA. These expenses are paid by the Department of Justice.
- Books, journals, publications and supplies for the law office are not reimbursable.
- Reimbursement for meals will not be allowed unless in overnight pre-approved travel status.

Expert Services

- Compensation of the work of experts, investigators, interpreters, etc. are to be claimed on a CJA 21 voucher form. Please refer to the “Guidelines for Processing CJA 21 Vouchers” located on our website.

****Failure to adhere to these procedures will result in your voucher being returned. Please allow 30 days from date of submission before inquiring as to the status of your voucher****